

Frederick County Sustainability Commission Strategic Planning Retreat

Draft Agenda (Internal Planning Version)

Wednesday November 18, 2009

3:00 – 8:00 p.m.

The Lucy School, 9117 Frostown Road, Middletown, MD

3:00 pm	Tour of the Lucy School Hilari and Rich will provide a tour of the school's grounds including its new state-of-the-art "green" classroom building.
3:30 pm	Welcome/Set Expectations/Review Outcomes
3:45 pm	Sustainability Challenges. Present the top 5 challenges associated with the built and natural environments from homework assignment. Is there a way that we can narrow these 11 down to a more manageable number? Are several saying the same thing? Outcome: Between 6-8 strategic focus areas that move forward to the "solutions" stage
4:10 pm	Frame the challenges into a positive set of goals for the built and natural environment themes. The Commission will break out into 2 groups (Natural and Built) and begin to draft a goal statement for each of the 6-8 strategic focus areas. Within the sub-groups of 6-7 people, they can break out in smaller groups so that 2-4 people are working on a goal. They will have 20 minutes to work on their goal. Then they need to reconvene in their full theme group of 6-7 to review the goals and get consensus. Can we live with it? If yes, move on. This will require another 20 minutes. Both full groups will read their draft goals to the entire group before taking a break.
5:00 pm	Break Staff will compile the goal statements onto one flipchart while the group takes a break.
5:15 pm	Consensus on Goal Statements. Staff will ask for general consensus on 6-8 goals. Again, can we live with it? If yes, move ahead. Outcome: 6-8 goal statements
5:35pm	Sustainability Solutions – Natural Environment. <i>Discuss solutions in the context of long-term solutions and "low-hanging fruit."</i> Develop solutions to the natural environment challenges. What action can we take to address the goals? The natural environment goals will be written on a sheet and tacked on the wall. Members are asked to brainstorm on individual sticky notes (1 action per sticky note) actions that could be taken to address the goals. They will have 15-20 minutes to brainstorm ideas. They will place all of their sticky notes beneath the proper goal. In groups of 3-4, they will categorize the actions into long-term solutions and "low-hanging fruit." At least one person will volunteer to be a guardian of each goal worksheet. So, if there are three natural environment goals, three people will need to volunteer to oversee progress. The guardians will work with staff on taking the goals and objectives one step further after the retreat.
6:20 pm	Dinner Overview on Energy Star from Don during dinner

7:00 pm	<p>Sustainability Solutions – Built Environment.</p> <p>Develop solutions to the built environment challenges. What action can we take to address the goals?</p> <p>The built environment goals will be written on a sheet and tacked on the wall. Members are asked to brainstorm on individual sticky notes (1 action per sticky note) actions that could be taken to address the goals. They will have 15-20 minutes to brainstorm ideas. They will place all of their sticky notes beneath the proper goal. In groups of 3-4, they will categorize the actions into long-term solutions and “low-hanging fruit.” They will develop a name for each grouping.</p> <p>At least one person will volunteer to be a guardian of each goal worksheet. So, if there are three built environment goals, three people will need to volunteer to oversee progress. The guardians will work with staff on taking the goals and objectives one step further after the retreat.</p>
7:45 pm	<p>Discuss next steps. Staff will agree to compile the vision, mission, challenges/goals and solutions/objectives for review at the December meeting. Guardians will be charged with considering timing (immediate action, short-term, mid-term and long-term), who’s responsible (is this a commission task or other party), what are the funding constraints?, etc. The BOCC would like an interim briefing in January 2010.</p>
8:00 pm	<p>Adjourn</p>